

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FIRST QUARTER FY-83 MBO REPORT

FROM:

C/Printing and Photography Division
Office of Logistics
158 P&P Building

EXTENSION

NO.

OL-2-5848-a

STAT

DATE

10 January 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Plans and
Programs Staff
OL

2.

3.

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15.

MEMO

I informed [redacted] STAT
that office + Division level
milestone charts are not
required prior to the
bi-weekly (only Directorate
level charts are required in
advance). [redacted] stated he
received the memo dtd
28 Dec 82 after he had sent
this package. [redacted] STAT

1-13-83

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USE ONLY☐ UNCLASSIFIED

10 January 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[Redacted]

Chief, Printing and Photography Division, OL

STAT

SUBJECT: First Quarter Update of FY-83 MBO's

REFERENCE: Multiple Addressee Memo from C/P&PD/OL,
dtd 29 Dec 82, Subj: (OL-2-5848)
Office of Logistics Quarterly Planning
Conference

Per your request, attached are the First Quarter updates for the Printing and Photography Division's FY-83 objectives.

In addition to those objectives outlined in the referenced memorandum, a milestone chart and narrative report is included for an FY-82 objective for conducting a feasibility study on videodisc production support. This objective, which was being tracked at the Office level, wasn't completed in FY-82, and therefore was carried over to FY-83.

If you have any questions concerning this report, please contact [Redacted] on extension [Redacted]

STAT

STAT

[Redacted]

Attachments

OL-2-5848-a

OFFICE: Logistics
OBJECTIVE STATEMENT: Implementation of P&PD Digital Prepress System (3 Year Project)
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: \$ FY 83
DATE SUBMITTED: 10 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initial testing, operation and evaluation of the EOCOM laser platemaker.	O			O								
2. Order Black and White Electronic Camera.	X											
3. Installation, testing and evaluation of Black and White Electronic Camera.		X										
4. Order and install CAMEX "testbed" pagination system.			O	O								
5. Prepare detailed specification for Interactive Area Composition and File Management System (IACFM).			X									
6. Visit vendors of page makeup systems to evaluate their performance in producing benchmark samples of typical publications.				X								
7. Prepare a final report on testbed pagination system.					O							

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040004-6

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Implementation of P&PD Digital Prepress System (3 Year Project)

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED]

FY 83

DATE SUBMITTED: 10 January 1983 [REDACTED]

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8. Based on detailed specifications for IACFM and on results of pagination system testbed conduct a market survey of available equipment and prepare a final report with recommendations.									0			
9. Based on results of items 5-7 either: a. Prepare and release a Request for Proposal (RFP) for an IACFM b. Order recommended IACFM											0	

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040004-6

October - December 1982

NARRATIVE REPORT

IMPLEMENTATION OF P&PD DIGITAL PREPRESS SYSTEM (3 YEAR PROJECT)

1. Activity This Period

Testing and evaluation of the laser platemaker has been delayed pending the resolution of power fluctuation problems. The ECRM 8400 electronic camera is in production. Two trips to the Boston area were undertaken by the Digital Prepress Task Group to visit vendors of page makeup systems and evaluate their product's ability to produce sample publications.

2. Problems and Shortfalls

Fluctuations in power coming to the laser platemaker have delayed initial operation of the machine. EOCOM has ordered a new transformer that should solve the problem and allow initial testing and production proceed.

3. Plans for Next Period

Initial production on the laser platemaker should begin during the second quarter of FY-83. Evaluation and selection of a test bed page makeup system is also expected to be accomplished in the next period.

4. Long Term Outlook

The long term outlook for the incremented implementation of the digital prepress system remains favorable. While the project concept is in advance of industry state-of-the-art, it is anticipated that equipment development will become available during the period of implementation.

5. Summary of Achievements

Two major hardware elements of the digital prepress system, the laser platemaker and the Autokon black and white scanner, have been acquired. The search for a page makeup system which will electronically link elements of the system together, is being actively pursued.

Narrative Report - Continued

October - December 1982

6. Assistance to the Accomplishment of DDA Goals

Implementation of the P&PD Digital Prepress system will exploit the "state-of-the-art" in the printing industry. It will ensure that printing production support activities are responsive, innovative, and timely, and will enhance, not impede, the efficiency of Agency operations. The digital prepress system will provide P&PD with the mechanism for supporting unanticipated worldwide intelligence demands and requirements resulting from a surge in collection and/or analysis efforts. Lastly, the digital prepress system will provide for effective utilization of existing facilities and space, while taking appropriate action for additional needs that may be identified for the production of intelligence publications.

OFFICE: Logistics

OBJECTIVE STATEMENT: Conduct a Pilot Quality Circle Program in P&PD/OL

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED] FY 1983

DATE SUBMITTED: 10 January 1983

STAT
SIAI

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	X JAN	FEB	MAR	X APR	MAY	JUN	X JUL	AUG	SEP
1. Conduct Research		X										
2. Define Requirement		X										
3. Build Management Support		X										
4. Organize Steering Committee/Select Administrative Coordinator(s)		X										
5. Contract for a Consultant		X										
6. Conduct a Quality of Worklife Survey		X										
7. Develop Implementation Plan			X									
8. Publicize Program and Solicit Volunteers			X									
9. Conduct Training			X									
10. Initiate Pilot Program			0									
11. Consultant Assessment Survey						0			0			
12. Facilitator-Steering Committee Status Review				0	0	0	0	0	0	0	0	0
13. Pilot Program Final Report												0

October - December 1982

NARRATIVE REPORT

CONDUCT A PILOT QUALITY CIRCLE PROGRAM IN P&PD/OL

1. Activity This Period

This initial reporting period of this new FY-83 MBO has been busy with many accomplishments. The subject of Quality Circles (QC) and the foreign threat to American production, quality, and economic growth was the subject addressed by the Chief, P&PD at the recent OL Division Chiefs Conference. From that simple beginning, a QC Pilot Program was approved and is now in operation at P&PD. Considerable research on the QC concept and its application within American management was conducted by the Chief, P&PD and the Project Officer. Among the resources employed were attendance at International Association of Quality Circles (IAQC) meetings, visits to several local area industrial and government users, a trip to Penn State University for a conference by Dr. William Ouchi on "Theory Z" management, and considerable reading on the subject. Consultants were interviewed, and Interspan, Inc. was eventually retained to provide the training and materials for the P&PD Pilot Program. Division requirements were defined, a Steering Committee (management) and Administrative Coordinator (Project Officer) selected, and consultant training begun. The latter consisted of two full days for the Steering Committee, one day for the two Division facilitators, and four days for 15 first-line supervisors who represented the "leader" selection of future QC teams. Prior to the training implementation, a "Quality of Work Life" survey was administered by the consultant to all P&PD personnel. Unfortunately, the statistical tabulation of the results had not been completed as of the end of the reporting period. P&PD employee volunteers for QC team membership were solicited from among the day shift, with approximately a 33% response. The current makeup of seven QC teams comprises some 42 P&PD employees. The formal consultant training was completed on 10 December 1982. The holiday schedule and end-of-year leave usage delayed implementation of the weekly circle meetings until the first week of January 1983; however, leader training by the facilitator continued during the interim period.

Narrative Report - Continued

October - December 1982

2. Problems and Shortfalls

There have been no insurmountable problems to date. Employee skepticism continues to haunt some personnel, but those that have volunteered to participate in this unique challenge have, for the most part, shown an eagerness to make QC's work in the Division.

3. Plans for Next Period

The next quarterly period will experience the full-fledged participation of P&PD's seven Quality Circles. The Steering Committee will meet monthly to review, assess, and guide the Program. Anticipation reigns high that the January - March 1983 period will be an active and enriching accomplishment.

4. Long Term Outlook

At this point it is difficult to be anything but optimistic that the QC Program will reap positive results in P&PD. However, it is a two-way street, and is dependent upon the continuing enthusiasm and participation of the P&PD work force, and their assessment that a trust relationship is developing with management. With the proper training, guidance, and interest, the QC Program should provide a personally stimulating change to the routine of P&PD production personnel.

5. Summary of Achievements

The rather lengthy narrative of the "Activity" section is best summarized by stating that all milestones of the MBO have been satisfied, except for a slight delay in the actual start of circle meetings. As explained, this was due to the holiday interruptions and the lack of adequate personnel because of leave schedules. The three-week delay between completion of the consultant training and the beginning of weekly circle meetings was used to reinforce the leader training.

Narrative Report - continued

October - December 1982

6. Assistance to the Accomplishment of DDA Goals

The successful accomplishment of this MBO is in accord with the primary DDA-stated goal of developing our personnel resources. QC's can create a work environment where people are motivated to develop as individuals, and recognize the potential for an employee to maximize his/her contribution to the organization. The P&PD QC Pilot Program will allow the employees to take a participatory role in developing ideas which meet component needs.

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop Formal Training and Development Program for Photography Branch

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983

STAT
SIAI

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop program outline based on results of recommendations in FY-82 study.		0		0								
2. Develop selection criteria.			0									
3. Develop training schedules, curriculum, administration, and evaluation mechanisms.					0							
4. Publish completed program and implement training.							0					

0 - Scheduled
X - Actual

4

OFFICE: Logistics

OBJECTIVE STATEMENT: Conduct a Staff Study as to the feasibility of establishing a Waste Management Program for P&PD

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983

STAT
SIAI

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define activities and objectives for waste analysis program.			X									
2. Gather background data and obtain copy of printing industry standards on waste.					0							
3. Prepare report for management review with recommendations on course of action.						0						
4. Based on results of report, conduct a 90-day pilot study program of selected supply items.									0			
5. Evaluate results of pilot program and prepare recommendations.												0

0 - Scheduled
X - Actual

5

OFFICE: Logistics
OBJECTIVE STATEMENT: Develop Work Standards and Measure P&PD Productivity Via the MIS
RESPONSIBLE OFFICER: [REDACTED]
SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83
DATE SUBMITTED: 6 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Investigate available printing and photography work standard plans and productivity measurement systems that could serve as models for P&PD.								0				
2. Develop a set of work standards to measure individual productivity.											0	
3. Design a functional specification detailing P&PD requirements for software development.	OX											
4. Contract a software vendor to develop software that will process production data collected via MIS and new data required to produce productivity measurement reports.												
5. Load new productivity measurement software into MIS.												
6. Test and Evaluate new software.												
7. Implement productivity measurement software.												

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040004-6

O - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop Work Standards and Measure P&PD Productivity Via the MIS

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 6 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8. Implement reporting of productivity measurement.												
9. System performance evaluation.												

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100040004-6

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop a Specially Defined Requirements Package for Low Volume Copiers and Extend those Requirements into a Competative Bid and Contract Award
 RESPONSIBLE OFFICER: STAT
 SIGNIFICANT FUNDING AMOUNT: \$ for Copier Rentals STAT
 DATE SUBMITTED: 10 January 1983 FY 83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop Requirements and work statements			0-----0									
2. Obtain contracting concept approval			0-----0									
3. Complete Contractor source selection				0-----0								
4. Prepare Request for Procurement						0-----0						
5. Release Request for Procurement							0-----0					
6. Contractor response deadline								0-----0				
7. Evaluation of Responses									0-----0			
8. Complete contractor selection									0-----0			
9. Contractor Debriefing										0-----0		
10. Contract Award											0-----0	

O - Scheduled
X - Actual

7

OFFICE: Logistics

OBJECTIVE STATEMENT: Develop requirements for P&PD's support to the FBIS MIDAS Project

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983

STAT
SIAI

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop production support and production backup capabilities for Phase I of MIDAS	0			0								
2. Implement Phase 1 MIDAS production support		0					0					
3. Determine MIDAS to P&PD communications requirements			0			0						
4. Participate in MIDAS Phase II System Definition requirements						0	0					
5. Install and test MIDAS to P&PD communications facility												0

OFFICE: DDA/OL/P&PD
 OBJECTIVE STATEMENT: ETECS Support for Users of Wang Word Processors
 RESPONSIBLE OFFICER: [REDACTED]
 SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85
 DATE SUBMITTED: 10 January 1983

STAT
 STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Order Communicating WANG Word Processor (GJ-56)	X											
2. Install WANG to ATEX Interface (Direct) Hardware/Software on ATEX 8000			X									
3. Install WANG Word Processor in GJ-56		0	-----	0								
4. Test WANG to ATEX Interface (Direct)			0									
5. Develop WANG to VM/370 Interface (ODP/SPD)											0	
6. Test WANG to ATEX Interface via Bi-Sync Data Link												0
7. Publish Tech Note Announcing Interface Capabilities												0

OFFICE: Logistics
OBJECTIVE STATEMENT: Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT: \$ FY 83
DATE SUBMITTED: 7 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify current and potential video support capabilities					0							
2. Identify equipment needs to meet potential video support capabilities							0					
3. Identify space requirements to meet potential video support capabilities									0			
4. Identify skills and staffing requirements for potential video support capabilities										0		
5. Prepare a report for management on current and potential video support alternatives.												0

O - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: P&PD Bindery Automation Study

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983 [REDACTED]

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Compile data on the present Bindery requirements and equipment capabilities	0	X										
2. Survey P&PD management and customers as to projected future requirements		0		0								
3. Survey the printing industry for current initiatives in Bindery			0	0								
4. Prepare Bindery automation requirements paper					0							
5. Prepare a final report on Bindery Automation. The report will contain recommendation on equipment acquisition, work flow, personnel/equipment utilization and any other areas identified by management								0				

0 - Scheduled
X - Actual

11

OFFICE: LOGISTICS

OBJECTIVE STATEMENT: PURCHASE AND IMPLEMENT WHIZ AUTOMATED MAILING SYSTEM

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Purchase Whiz System		X O										
2. System Installation		X		0								
3. Dissemination Personnel Training			X		0							
4. Dissemination begins to convert mailing lists to new system			X		0							
5. Total conversion of mailing lists						0						
6. Trial Period for System						0						
7. System Total Operational							0					

OFFICE: Logistics
 OBJECTIVE STATEMENT: Develop An Automated Maintenance Program System for P&PD
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 83
 DATE SUBMITTED: 10 January 1983

STAT
 STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define requirements for an automated database for logging of in-house, contractual or vendor-supplied remedial equipment repair and preventive maintenance scheduling.	0	X										
2. Design a functional specification detailing P&PD equipment maintenance requirements.	0					0						
3. Prepare a report to P&PD management recommending which computer system (i.e., MIS, VM GIMS) should be used to support the program.		0				0						
4. Either solicit in-house support for or contract for software development.					0				0			
5. Load software into system.										0		0
6. Test & Evaluate new software.											0	0

OFFICE: Logistics
OBJECTIVE STATEMENT: Develop An Automated Maintenance Program System for P&PD
RESPONSIBLE OFFICER: [REDACTED]
SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83
DATE SUBMITTED: 10 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
7. Implement data entry by LSS/ P&PD.												0
8. Implement Maintenance repor- ting.												0
9. System Performance Evaluation												0

0 - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Implementation of P&PD/ODP Autofiche System

RESPONSIBLE OFFICER:

SIGNIFICANT FUNDING AMOUNT: \$ _____ FY 83

DATE SUBMITTED: 10 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Test and evaluate Autofiche software for alphanumeric micrographics production		0			0							
2. Develop procedures and publish an ODP Tech Note on AUTOFICHE utilization			0			0						
3. Begin full implementation of AUTOFICHE system for alphanumeric production				0				0				
4. Test and evaluate computer graphics (Dicomed) AUTOFICHE module						0			0			
5. Develop procedures and publish an ODP Tech Note on AUTOFICHE computer graphics module utilization							0			0		
6. Begin full implementation of AUTOFICHE system									0			0

O - Scheduled
X - Actual

OFFICE: Logistics

OBJECTIVE STATEMENT: Prepare up-to-date floor plans on P&PD facilities

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: [REDACTED] FY 83

DATE SUBMITTED: 10 January 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Survey P&P Building to determine existing facilities		O	-----		O							
2. Coordinate with Branch and Division Management to determine future plans/requirements		O	-----		O							
3. Work with Design and Presentation Center to develop a graphic presentation capable of easy update				O	-----		O					
4. Prepare measurement drawing for final drafting						O	-----		O			
5. Execute final drawing. Make reproductions per requirements.							O	-----		O		

O - Scheduled
X - Actual

15

OFFICE: Logistics

OBJECTIVE STATEMENT: Evaluate and Make Recommendations on P&PD's support to the Agency Videodisc Production Requirements

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 83

DATE SUBMITTED: 10 Jan. 1983

STAT
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify and document potential Agency Videodisc applications.							O			O	X	(1982)
2. Identify and evaluate available equipment for the production and duplication of videodiscs.										O	X	(1982)
3. Identify and estimate cost of modifying existing Agency Micrographics or other equipment for the production and duplication of videodiscs.											O	X(1982)
4. Prepare a study, using data gathered in steps 1-3 above, that identifies the requirements and how P&PD would provide production support.	O						O					

Scheduled
Actual

OFFICE: ~~Logistics~~ **RPD/OL**
 OBJECTIVE STATEMENT: Conduct a Pilot Quality Circle Program in P&PD/OL
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT:
 DATE SUBMITTED: 12 November 1982
 QUARTER ENDING: 31 DECEMBER 1982

ACCOMPLISHED ALL FIRST
 DIA ACTIVITIES PER STAT
 1-6-82 SSTAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	<input checked="" type="checkbox"/> JAN	FEB	MAR	<input checked="" type="checkbox"/> APR	MAY	JUN	<input checked="" type="checkbox"/> JUL	AUG	SEP
1. Conduct Research		OX										
2. Define Requirement		OX										
3. Build Management Support		OX										
4. Organize Steering Committee/Select Administrative Coordinator(s)		OX										
5. Contract for a Consultant		OX										
6. Conduct a Quality of Worklife Survey		OX										
7. Develop Implementation Plan			OX									
8. Publicize Program and Solicit Volunteers			OX									
9. Conduct Training			OX									
10. Initiate Pilot Program			OX									
11. Consultant Assessment Survey						0			0			
12. Facilitator-Steering Committee Status Review				0	0	0	0	0	0	0	0	0
13. Pilot Program Final Report												0